

**REDMOND CITY COUNCIL
FINANCE, ADMINISTRATION, AND COMMUNICATIONS COMMITTEE
MEETING SUMMARY**

Council Chamber
15670 NE 85th Street, Redmond, Washington

Tuesday, October 25, 2016

Council

John Stilin, Chair
Angela Birney, Member
David Carson, Member
Hank Margeson (*Attending Council Member*)

Staff

Lisa Maher, Communications and Marketing
Administrator
Jane Christenson, Deputy City Administrator
Catherine Laird, Human Resources Program
Manager
Kelley Wood, Revenue and Treasury Manager
Michelle Hart, City Clerk
Malisa Files, Deputy Finance Director
Cheryl Xanthos, CMC, Deputy City Clerk

Convened: 4:30 p.m.

Adjourned: 5:16 p.m.

Committee Chair John Stilin called the meeting to order, reviewed attendance, and overviewed the agenda.

Communications Update

Ms. Lisa Maher, Communications and Marketing Administrator, provided an update on activities in the Communications Department. Approximately 70 people attended the last Neighborhood Conversations meeting. Questions following the session are being followed-up on. Next year, the plan is to hold four Neighborhood Conversations, and may possibly bring in partners to the meeting, such as the Lake Washington School District. A demographics one-pager will be updated and provided to the Members of the Council. The environment and impact fees will be the next upcoming one-pagers.

General discussion ensued throughout regarding timing of the meetings; having the school district attend to answer any questions pertaining to the schools; holding the meetings in different areas of the City; difficulty with holding a meeting in the summer; other ways to meet with citizens; providing a list of questions and answers on the City website for citizens to read; job growth in the downtown area; value of multi-family homes; and readability of the one-pager.

Proposed Hopelink Lease for Sammamish River Business Park

Ms. Jane Christenson, Deputy City Administrator, provided a summary of the draft ground lease for Hopelink. Hopelink has been looking for a consolidated site for a service center. The Sammamish River Business Park is an underutilized property that will suit the needs of Hopelink. They are negotiating the terms of a long-term land lease. The site will be leased as-is. City staff

will be out of the facility in February 2017. This item will be brought to the full Council for approval in November.

General discussion ensued regarding the possibility of a default.

Monthly Financial Report

Ms. Malisa Files, Deputy Finance Director, stated that the monthly financial report was provided previously, and briefly discussed revenues and expenditures.

Quarterly Overtime Report

Ms. Files stated that overtime is in line with last year. It is up due to Fire Department staffing and the development surge. The Fire Department is working to get more recruits.

General discussion ensued regarding the overall budget of the Fire Department not being over and retirements.

Renewal of Hearing Examiner Agreement

Ms. Michelle Hart, City Clerk, stated that the current Hearing Examiner contract will expire in December 2017; there will be minor changes to the agreement; using a Pro-Tem Hearing Examiner; and the renewal doesn't need Council approval.

2016 Unclaimed Property Report

Ms. Kelley Wood, Revenue and Treasury Manager, stated that this process changed several years ago where uncashed checks are sent to the state. Letters have been sent to the recipients of these checks, and there have been no response. The majority of the checks are utility billing refunds.

General discussion ensued regarding not needing to bring this back to committee unless there is something unusual.

RFP and Selection of Vendor to Replace Risk Claims and Incidents System

Ms. Files stated that staff is looking for risk management claims software that integrates with the current financial system. A Request for Proposals will be issued, and implementation is expected next year.

General discussion ensued regarding what other cities are using; integration; and industry standards.

Human Resources Updates

Classification Title Changes

Ms. Catherine Laird, Human Resources Program Manager, stated that two classifications have incorrect titles. Operations and Infrastructure Manager will change to the Infrastructure and Operations Manager, and is considered a scrivener's error. The Purchasing and Accounts Payable

manager will change to Purchasing and Contracting Manager. The job description also has to be changed, and there may be a salary change. The Accounting Manager job description will also be updated.

LEAN Onboarding Update

Ms. Laird provided an update on LEAN Onboarding:

- started in August;
- challenges with inconsistencies and rules and responsibilities;
- messaging out new hires and promotions;
- onboarding as a six-month long process; and
- increasing success during the probationary period.

General discussion ensued throughout regarding the Council being informed when there are promotions and retirements at the City; increased retention effort; and exit interviews.